



# FIRST AMENDMENT TO MASTER SERVICES AGREEMENT – CORE CONSULTANTS

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Request: Contract Amendment for on-call engineering, surveying, and related professional services.

# Third Party Engineering Review



## Engineering Third Party Case Review Application

Commerce City Engineering Division  
8602 Rosemary Street Commerce City, CO 80022  
303.289.8150

### Applicant Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Project Information:

Project Location: \_\_\_\_\_

Type of proposed application(s): \_\_\_\_\_

#### Applicants seeking a third party engineering review may apply pursuant to the following criteria:

- An applicant may seek a third party engineering review provided that the submitted land use application documents meet the minimum requirements and standards.
- The person assigned to review the engineering documents shall provide written comments to the case planner based on the provided schedule.
- The initial (or first) and subsequent review of a project is subject to this process.
- I affirm that I am in good standing with the City of Commerce City with respect to taxes, fees, loans, or other financial obligations to the City.
- The City will email all invoices via email to the developer. The actual charges will be a direct pass through from the third party plus a five percent (5%) administrative fee. Additional details regarding charges are provided on the Engineering Third Party Case Review Policy Sheet, Effective December 01, 2020.



# 3<sup>rd</sup> Party Process

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- Application is filled out
- The City define which documents are to be submitted for review
- The Third-Party Engineer submits a scope, work order, and cost estimate to the City for the review.
- After an initial review by the City (including CAO) the price proposal will be sent to the applicant or developer to review.
- If the applicant finds the proposal acceptable, the City will issue a Work Order and authorize the Third-Party Engineer to perform the work.

# 3<sup>rd</sup> Party Process (cont)

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- The current billing rate for the Third-Party Engineering Reviewers is laid out in the Work Order for the individual project.
- Invoices are be sent out during the project.
- Third Party Application Case Review fees are charged the direct cost of the third-party consultant plus a 5% administrative fee.

# CORE Consultants – WO History

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## 21 Developer Paid Work Orders (85% of the original \$250 K)

- Settlers Crossing – various filings
- Can Am- Quick Trip, Oxenfree filings
- Third Creek West – Filings 1 & 2
- 8780 Rosemary St
- Legato F1 – Spine Infrastructure
- Eberly Place

# CORE Consultants – WO History

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4 City Paid Work Orders for the following (15%)

- Engineering Construction Standards Update
- Daily Operations Support
  - As requested assistance
  - Document review
  - Weekly - Meeting attendance

# Master Services Agreement Amendment

Change Item	Original MSA	Amended MSA
Termination Date	11/30/2024	12/31/2024
Contract Value	\$250,000	\$330,000

Remaining terms and conditions of the original Agreement shall remain unchanged and in full force and effect.

# Recommended Motion

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To recommend approval:

- Motion to approve the Resolution amending master services agreement with CORE consultants for on-call engineering, surveying, and related professional services.







Staff is available to answer any questions.

